

PUBLIC WORKS PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Public Works Planner classification exists is to perform professional level planning and/or project management duties for transportation, drainage and other City infrastructure projects in the Transportation Department. This classification does not supervise. Work is performed with considerable independence and managed by Sr Public Works Planner. The Public Works Planner classification is distinguished from the Sr Public Works Planner the size and complexity of the projects assigned and the lack of management responsibilities.

ESSENTIAL FUNCTIONS

Serves as a primary point of contact for transportation capital improvement projects in assigned community project zones.

Manages detailed project planning and preliminary designs for numerous projects ranging in size from several thousand to several million dollars each.

Serves as a primary presenter and moderator at community project zone meetings with residents, businesses and other property owners.

Coordinates the preparation and distribution of newsletters for the community project zones.

Coordinates with other departmental city staff to resolve technical and complex project issues.

Prepares in-house design concept reports, cost estimates and project schedules for small to moderate scale CIP projects.

Prepares Intergovernmental Agreements with various agencies and coordinate Federal grant fund requirements with the Arizona Department of Transportation and the Maricopa Association of Governments.

Participates in the selection and management of consultant teams, including day-to-day direction on activities and review of billing statements.

Forms and administers improvement and/or community facility districts for the installation of planned infrastructure.

Assists in the preparation of work plans, budgets, schedules, and monthly reports.

Attendance and punctuality are also essential.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Civil Engineering, Transportation/Land Use Planning, Drainage and Environmental Management principles.

Project management and construction principles.

Public communication and issue resolution techniques

Procurement and contracting procedures and policies

Applicable City Codes and County, State and Federal standards for capital improvement projects

Ability to:

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepares quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and other City Boards and Commissions.

Work cooperatively with other City employees and the general public

Operate a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination.

Measure distances and quantities using various instruments requiring precise hand movements. Performs the majority of daily work while sitting for extended periods of time.

Operate a motor vehicle requiring a standard Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Civil Engineering, Construction Management, Planning or a related field and 4 years of progressively responsible project coordination experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified